



**CITY OF GLENWOOD SPRINGS ELECTRIC SYSTEM
POLICY AND SPECIFICATIONS FOR
COMMUNITY EVENT BANNERS
TO BE HUNG OVER GRAND AVENUE
IN GLENWOOD SPRINGS, COLORADO**

Effective Date: December 9, 2015

POLICY

Banner space is for 'non-profit' organizations only. The banner message shall be limited to the name, dates, and location of the event. The message shall not include advertising any private business or product per C.D.O.T.-C.R.S.43-1-417(3)(b) and C.R.S.43-2-135(1)(b).

It is the policy of the City of Glenwood Springs to allow display of banners for a period of two consecutive weeks, per month, in a calendar year.

Banners are erected and removed on Monday mornings. For this reason, any banner scheduled for display must be delivered to the City of Glenwood Springs Municipal Operations Center, Electric Warehouse at 2301 Wulfsohn Road by 3:00 p.m. on the Friday prior to the date of installation.

Banner reservations are taken on a "first-come, first-served basis" beginning at 9:00 a.m. on the first business (working) day of the year in which the banner is to be displayed. Requests for a reservation will be accepted by following this link to the Banner Reservation Application Form. All requests received prior to the above stated date and time will NOT be accepted. Confirmation of reservation request accepted or denied will be sent within seven days after receipt of request.

Initial installation and removal of the banner shall be performed free of charge by the City. In the event of banner material failure, the banner will be removed. If the banner owner wishes to have the banner re-installed, the owner shall first repair the banner to the satisfaction of the City and pay the second installation and removal fee of \$75.00. No additional display time will result from banner failure. Nor will the overall schedule advance.

Banners must be picked up between the hours of 7 a.m. and 3 p.m., Monday through Friday, within two weeks of removal. Any banner not picked up within this time will be disposed of.

Banners that do not meet the following specifications will not be displayed.



SPECIFICATIONS

Dimensions: 1. Vertical height – up to three (3) feet maximum.
2. Horizontal length - up to thirty (30) feet maximum.

Material: The banner base shall be made of durable material that does not conduct electricity and also be of sufficient strength to withstand 75 m.p.h. wind forces. Lettering, etc. shall be securely glued, sewn or painted on the base material.

Edge Reinforcement / Fastening Method: All banners shall be constructed with $\frac{1}{4}$ inch nylon rope sewn into the banner base material on the top and bottom edges of the banner. The top and bottom ropes shall extend at least four (4) feet from each end and be securely reinforced at the banner corners.

Wind Relief: The banner shall provide air holes or open mesh equivalent to a minimum of 25% of the banner surface area to allow for passage of air through the banner.

Example: Banner dimensions, 30 ft. by 3 ft. = 90 sq. ft.
 $0.25 \times 90 = 22.5$ sq. ft. of open mesh or air holes

Installation: Installation of more than one banner at a time (ie. back-to-back or side-by-side) will not be permitted.

Robin Millyard 12-16-15
Robin Millyard, Public Works Director